



## **Job Description**

### **Graphic Designer**

#### ***Vision***

We're ARU Students' Union: Making a Difference to Every Student.

#### ***Mission***

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

---

#### ***Values***

##### ***We are:***

##### **Collaborative**

We are better when we work together.

##### **Inclusive**

We will champion the diversity of our students and of the communities we are part of.

##### **Sustainable**

We will champion wellbeing, equality and justice; make ethical decisions and help to grow a cleaner, fairer planet.

##### **Challenging**

We push ourselves, the University and students to think and do things differently.

##### **Creative**

We think outside the box, learn from mistakes and use our imagination.

---

**Responsible for:** No direct line management responsibility

**Reporting to:** Communications & Marketing Manager

#### **Functional Relationships:**

Student Union Staff, Executive Officers, Representatives, University staff, Student Membership and Visitors.

**Section:** Communications

## **Any Other Relevant Information**

Salary Grade: £9.50  
Hours of Work: 14 hours per week  
Work Base: Cambridge

The Students' Union is fully committed to its policies and procedures on Equality & Diversity.

## **Job Role**

- Create online and offline graphic design work for the Students' Union
- Demonstrate exceptional attention to detail throughout all work
- Create and develop digital content (e.g. animation, video)
- Liaise with external print suppliers and coordinate the ordering process
- Develop our brand identity in conjunction with the Communications team
- Provide guidance to Students' Union staff and Officers on the correct application of our brand
- Work with departments, briefing and advising them with regard to design style, format, print production and timescales
- Develop creative ideas to support the Students' Union's communication work.

## **Person specification**

- Creative with a passion for design
- Excellent design ability, ideally with a portfolio of previous design work
- High level of competency in Adobe Creative Suite
- Excellent IT skills
- Ability to interpret briefs accurately and work within brand guidelines
- Accuracy and attention to detail
- Ability to work on own initiative and within a team
- Confident and able to talk to different people.

## **Skills you will gain**

- Working with an experienced designer
- Learning new Adobe Creative Cloud apps
- Working for a professional charity
- Working with internal and external people from a range of backgrounds
- Organisational skills
- Time management and prioritising skills
- Working as part of a busy team
- Sharing ideas and giving and receiving constructive feedback.